

FINANCIAL MANAGEMENT DIVISION



TRAVEL TIDBITS

“ONE APHIS - - SHARING INFORMATION”

September 2003

This is the Fifth issuance of “Travel Tidbits” for 2003. Travel Tidbits are designed to provide Agency personnel with the current policies and procedures relating to federal travel and transportation practices. Travel Tidbits will be emailed to program travel contacts on a monthly basis and they are also available online at www.aphis.usda.gov/mrpbs/travel.html. The information provided is obtained from General Services Administration’s (GSA) Board of Contract Appeals (BCA) Decisions, Comptroller General (CG) Decisions, Departmental and Agency policy, as well as, the Federal Travel Regulations (FTR). This publication is to be used as a tool to assist with the interpretation of travel regulations and to provide instructions of travel processes.

Incidental Expense Allowance Increase

Effective October 1, 2003, the Federal Travel Regulations are amended to increase the incidental expense allowance under the per diem expenses from \$2.00 to \$3.00 for all per diem localities. The M&IE Breakdown provided below is to be used to deduct meal allowances when a meal (s) is furnished at nominal or no cost by the government or is included in the registration fee.

M&IE	\$31	\$35	\$39	\$43	\$47	\$51
Breakfast	6	7	8	9	9	10
Lunch	6	7	8	9	11	12
Dinner	16	18	20	22	24	26
Incidentals	3	3	3	3	3	3

Travel Training Sessions - Spring 2004

The Travel Services Center will be conducting a Temporary Duty Travel (TDY) refresher course on Tuesday, March 16, 2004, from 8:30 a.m. – 4:00 p.m. The session will consist of the interpretation of rules, regulations and procedures of TDY travel and the preparation of various travel requests. A briefing on foreign travel will also be included. This session is designed for travel preparers who already have some knowledge and experience with federal TDY travel but could benefit from a refresher course.

In addition, a Permanent Change of Station (PCS) Course will be conducted on Wednesday, March 17, 2003, from 8:30 a.m – 4:00 p.m. This session will consist of the interpretation of rules, regulations and procedures for relocation travel and the preparation of the various relocation travel documents. This course is designed for travel preparers with or without previous knowledge of PCS travel who's present duties require the knowledge of PCS travel.

Interested individuals should request participation in the training(s) by sending an email to Chemin Bolden of the Travel Services Center no later than December 31, 2003.

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